

# Student Educational Employment Program

The Student Educational Employment Program (SEEP) has two components, the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). These programs are available to all levels of students: high school, vocational and technical, associate degree, baccalaureate degree, graduate degree, and professional degree students.

## STEP Component

Job opportunities under this component offer temporary employment that can provide a valuable work experience. Employment can range from summer jobs to positions that can last as long as the students are in school (in one-year increments or less). The duties do *not* have to relate to your academic field of study. Students in this program may be eligible for conversion to SCEP positions.

## SCEP Component

This component offers valuable work experience directly related to a student's academic field of study. It provides formal periods of work and study while attending school. The program is designed to be a partnership between the student, school and the FLETC. The SCEP combines academic classroom learning with practical, on-the-job experience and provides paid work experience in the field of study. The SCEP may lead to permanent employment after successful completion of education and work requirements.

## Program Features Under Both Components:

- Students may be employed year round.
- Students may have flexible work schedules.
- Open to all students...high school, under-graduate, graduate, and vocational/technical.
- Students may be eligible for tuition assistance. (For specific benefits under both of these components, see [Benefits.](#))

## Eligibility Requirements

- Enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student.
- At least 16 years of age at the time of appointment.

- Enrolled as at least a half-time student (or students who have been accepted for enrollment) in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.
- Maintain a satisfactory academic record, 2.0 or better accumulative G.P.A. is required.
- A U.S. citizen. Non-citizens may be eligible for employment if eligible to work under U.S. immigration laws and no qualified U.S. citizens are available for the position. (U.S. citizenship is required to be converted to a permanent position from the SCEP Component.)
- Qualified for the position as stated in the vacancy announcement.

## **How to Apply**

FLETC maintains an applicant file for student positions. To apply send the following information:

- Application [Optional Form 612 (Optional Application for Federal Employment) or resume, containing: Full name; mailing address with zip code; day and evening phone numbers with area code; e-mail address (optional); Social Security Number; country of citizenship (most Federal jobs require United States citizenship); Education: High school or college: Name, City, and State, date of diploma, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- Proof of enrollment in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school;
- Signed and dated OF-306 (Declaration of Federal Employment). This form may be obtained from [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. For further details, visit the OPM website at <http://www.usajobs.opm.gov/ei3.asp>.
  - To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
  - To claim 10-point veterans' preference, attach SF-15, Application for 10-point veterans' preference, plus the proof required by that form.

## **SUBMIT APPLICATION MATERIALS TO:**

**FEDERAL LAW ENFORCEMENT TRAINING CENTER  
1131 CHAPEL CROSSING ROAD**

**GLYNCO, GA 31524**  
**ATTENTION: Student Program Coordinator**  
**BUILDING#: 46/HRD**